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DD/S

25X1A

56-3356

20 SEP 1956

MEMORANDUM FOR: Assistant Deputy Director (Support)

SUBJECT: Proposed Revision of Notice [] dated 5 July 1952, subject: Employment and Training of Clerical Personnel

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REFERENCE: Memorandum to D/Pers from DD/S, dated 30 June 1956, subject: Procedure for Processing Regulation Material

1. Attached for your review in accordance with referenced memorandum is a proposed revised draft of Notice [] dated 5 July 1952.

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a. Description

This notice contains Agency policy and procedure for use and training of clerical personnel pending full security clearance and assignment. While there have been no major changes in the policy and procedure since the initial issuance of the notice, the revision reflects the present Office of Personnel organizational structure and nomenclature.

b. Origin

Originated by the Office of Personnel, based on earlier issue.

c. Justification

This information is needed to acquaint Personnel Officers and Operating Officials with the functions and responsibilities of the [] Office of Personnel, and the procedures for administering and controlling clerical personnel in the interim period between the EOD and the placement of clerical personnel.

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d. Scope of Interest

General interest throughout the Agency.

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2. The Regulations Control Staff has advised that the stock of Notice is exhausted and that a reorder or reissuance of the material will be necessary to fill Agency requests. It is recommended that the revised notice be processed for publication on a priority basis rather than reordering on the obsolete version now in existence. In view of the contents, we recommend limited coordination.

Signed

Harrison G. Reynolds
Director of Personnel

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Attachments:

Proposed H

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